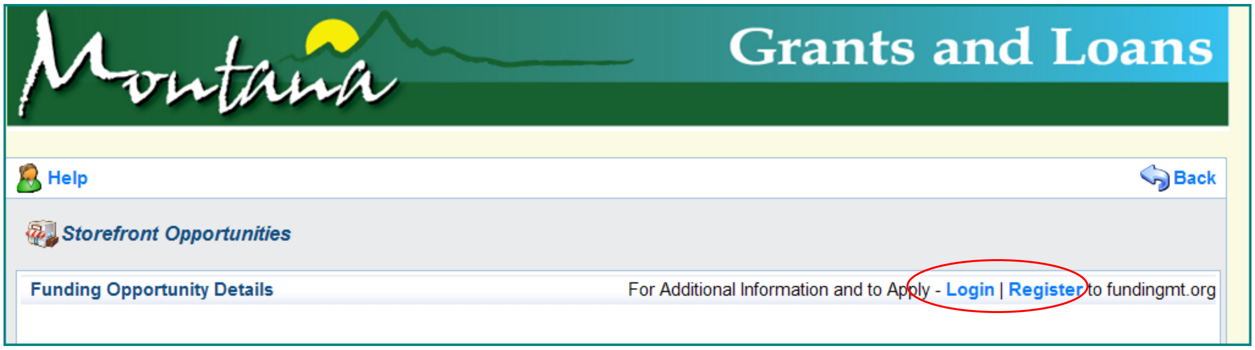
# GAS Manual for Applicants

The Montana Department of Commerce – Big Sky Economic Development Trust Fund (BSTF) – Category II – Planning Projects and the Montana Community Development Block Grant – Economic Development (CDBG-ED) Planning Projects will be accepting applications through the State of Montana Grants and Loan on-line system.

## WebGrants Registration Instructions

## Read ALL instructions before registering!

Go to the following website https://fundingmt.org to register yourself and the organization you work for, click on "Register Here". If there are multiple people working for the same organization that is applying for the Department of Commerce – Business Resource Division's (BRD) program, **only** enter the primary contact person for that organization. Additional people can be added to the organization after the primary contact person gets the login information from the WebGrants system.



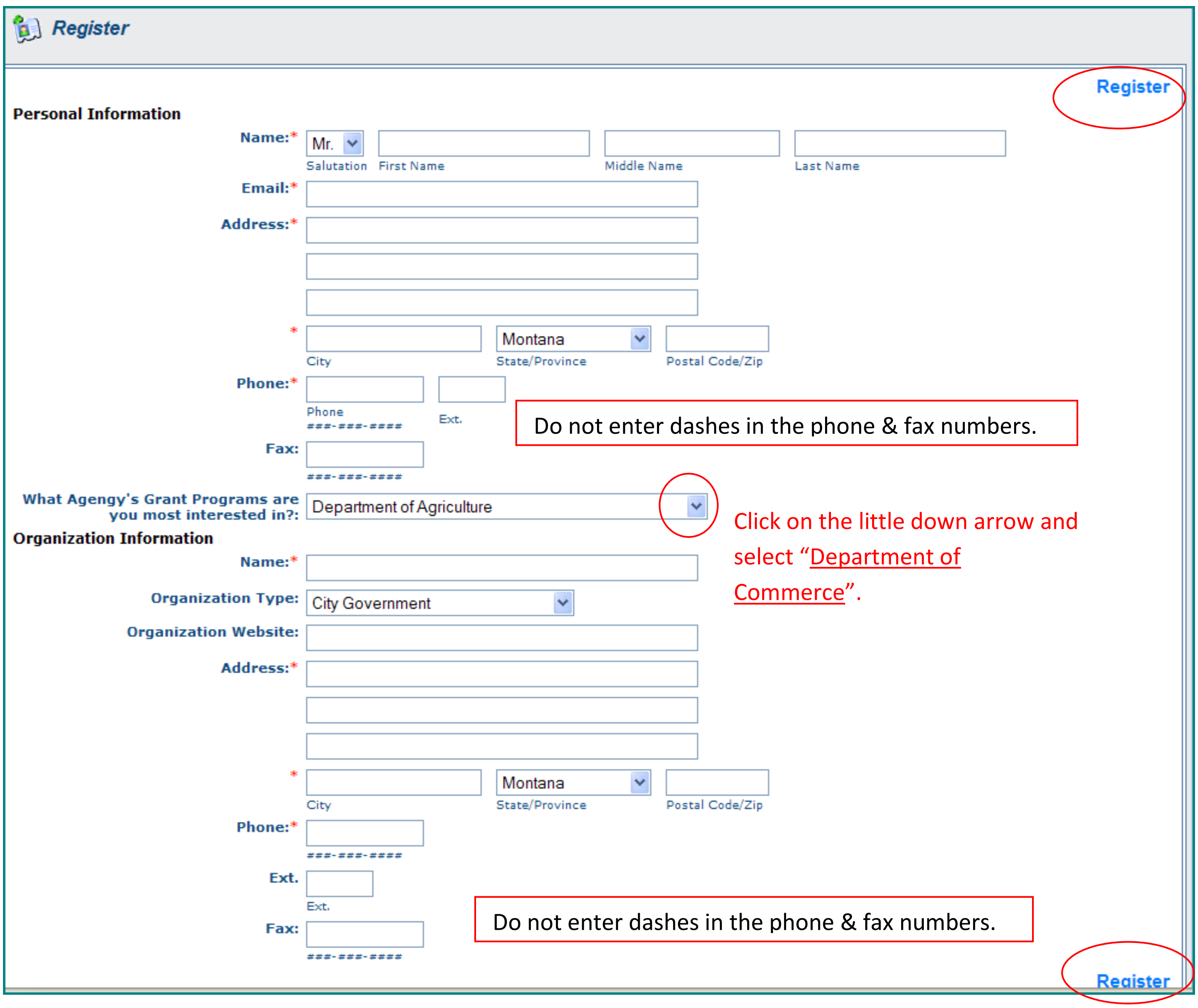
Montana Grants and Loans

Help Back

Storefront Opportunities

Funding Opportunity Details For Additional Information and to Apply - Login | Register to fundingmt.org

- Complete the required information on the form and then click on "Register" at the top or bottom of the form. The titles with a red astrisk by them indicate the field is required.



Register

Register

Personal Information

Name:* Mr. Salutation First Name Middle Name Last Name

Email:*

Address:*

* City Montana State/Province Postal Code/Zip

Phone:* Phone ###-###-#### Ext.

Do not enter dashes in the phone & fax numbers.

Fax: ###-###-####

What Agengy's Grant Programs are you most interested in?: Department of Agriculture

Click on the little down arrow and select "Department of Commerce".

Organization Information

Name:*

Organization Type: City Government

Organization Website:

Address:*

* City Montana State/Province Postal Code/Zip

Phone:* ###-###-####

Ext. Ext.

Do not enter dashes in the phone & fax numbers.

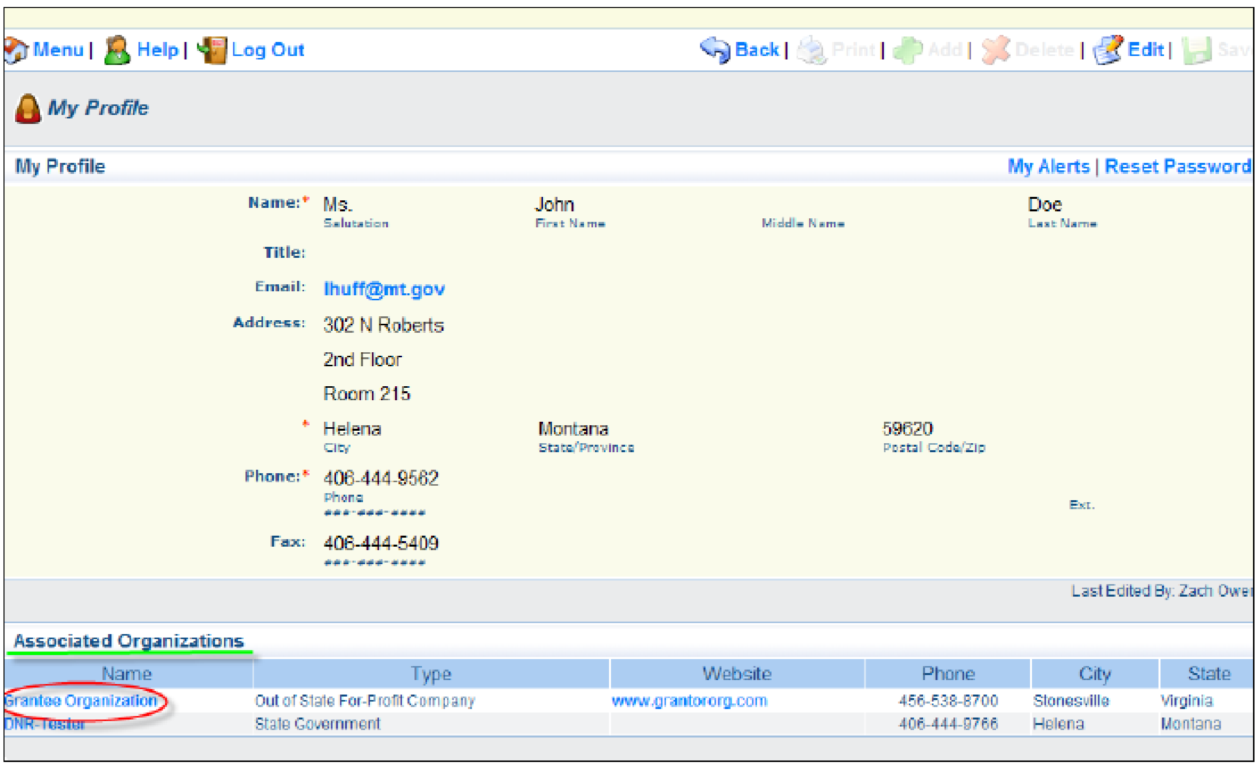
Fax: ###-###-####

Register

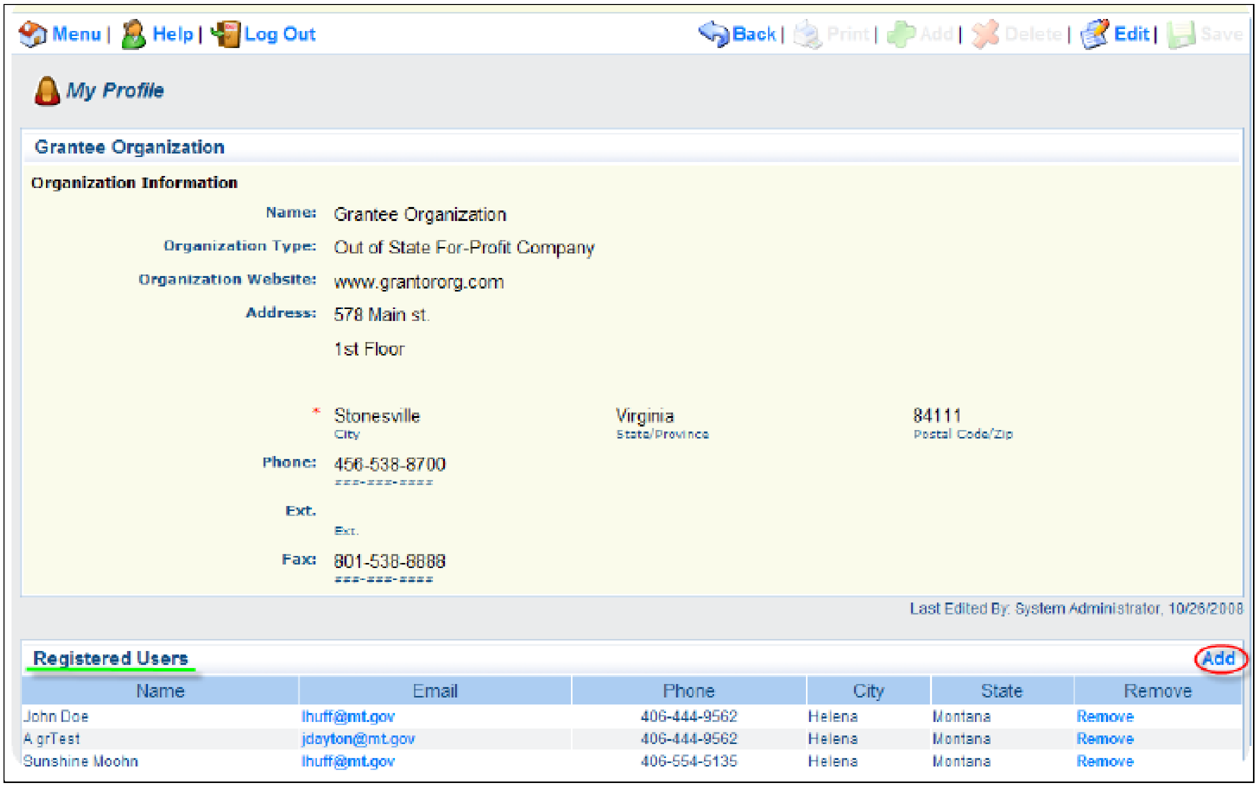
- Continue completing the Organization Information then click on “Register” to submit your registration.  The Department must approve your registration before WebGrants will send you your User ID and password.  This process may take several business days to receive your login information, so please be ***patient***.

# To add people to your organization

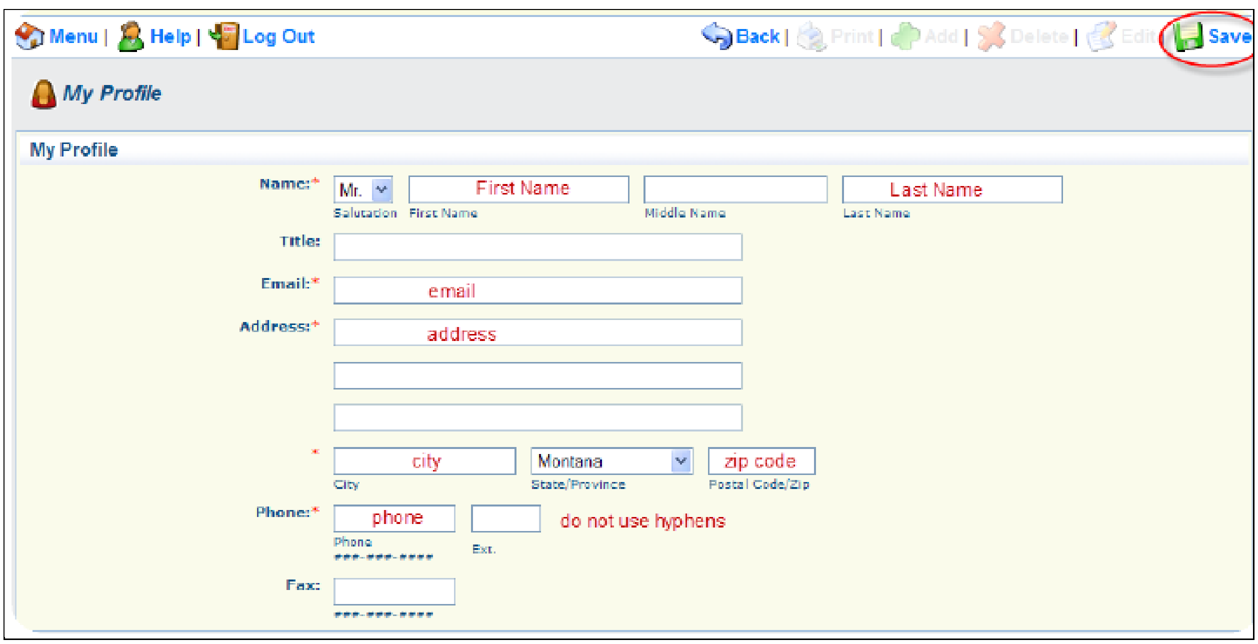
- Select the organization name under “Associated Organizations” to add people to your organization who have not registered under the Webgrants system before.




- Then select “add” under Registered User to create a user in WebGrants for your organization.




- Complete the form with the contact information for the person you are adding and click on “Save”.




- You can view your organization information and see that you and the new registered user are now associated with the organization.


CAUTION: <u>Only</u> the **primary contact** for the organization should be adding and removing people from the organization.

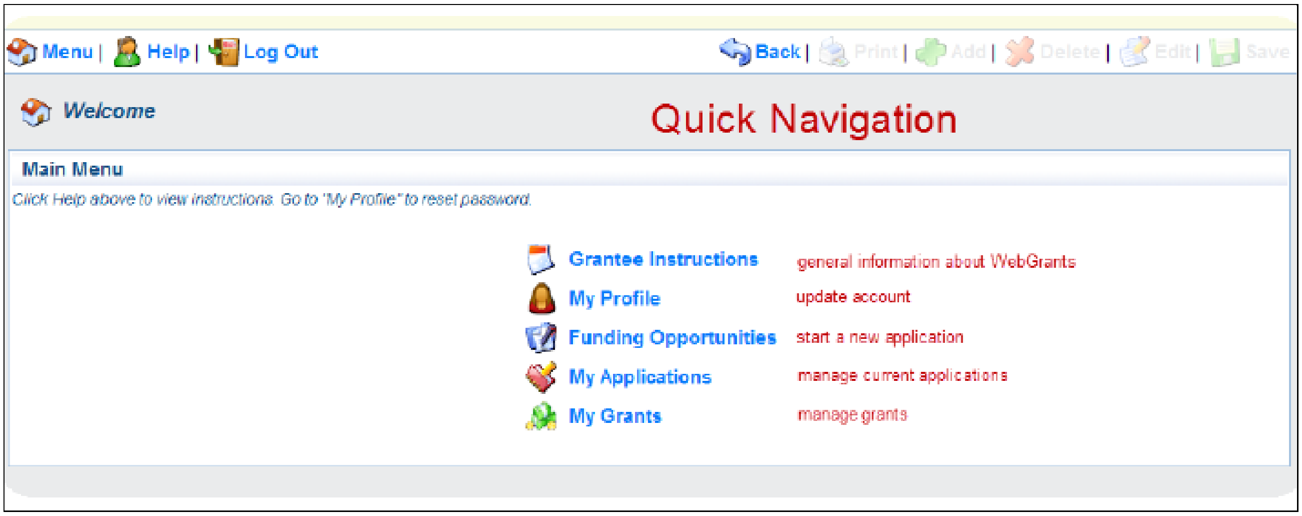
This feature allows the primary contact to add people to the WebGrants database, however when you select "Remove" this removes the person from the organization not the WebGrants database. Once you added a person to your organization, he or she will get an email from WebGrants giving them their User ID and Password. **BE AWARE, if you add a person you previously removed, you are creating a duplicate record in WebGrants database.** Please contact the Department of Commerce to re-associate a person that you removed from your organization.

If you are already entered into the system, you do not have to re-register. If you are already registered and want to be associated with another organization, then the primary contact person for the organization should email sleferink@mt.gov authorizing the person to be granted access to the application

Please contact Sue Leferink, Computer Support Specialist, at 406-841-2721 if you have any questions or problems with registration process. Thank you!

# Log-on to the Webgrants system

- Once registered in the system, then enter the User ID and Password as assigned by the system.
- The Main Menu looks like:




- The main menu is the first page of the application when you log in. The main menu will take you to the modules of the application. Each module is explained below:

  **Instructions:**
  This link displays a high-level instructions page describing all the screens in the application.

  **Funding Opportunities:**
  This link displays all currently posted opportunities, you may create and submit an application for each opportunity.

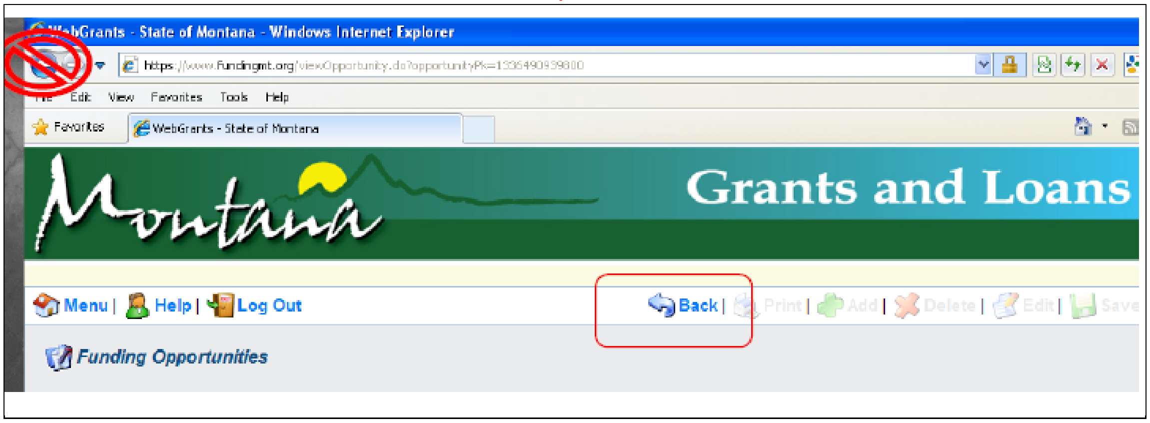
  **My Applications:**
  All previously created applications can be found in this module.

  **My Grants:**
  All grants can be found here, you can also create status reports, request claims and communication with the grantor in this module.

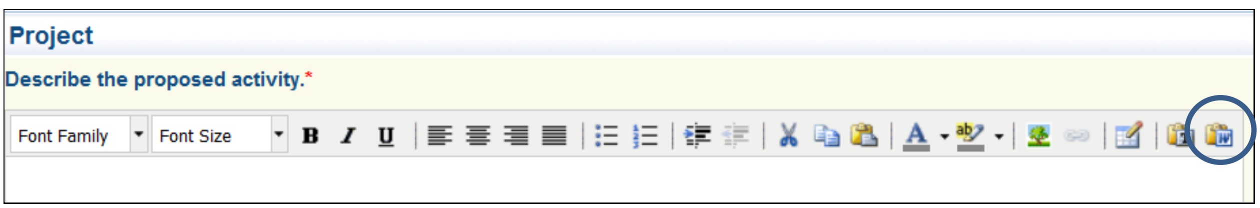
  **My Profile:**
  You can update your contact information in this module.

# Couple basics:

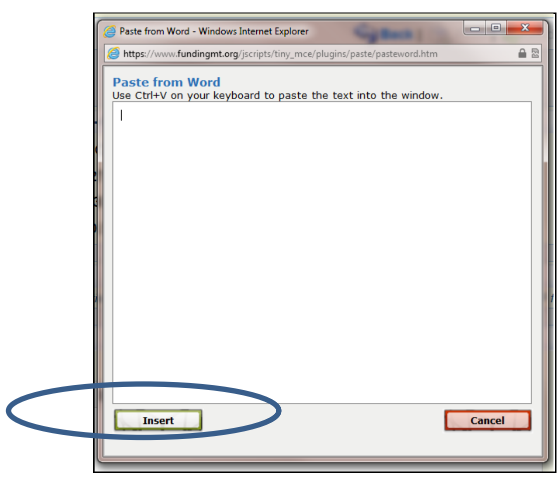
- Any text in the database highlighted with blue is a link. This is what you click on.
- Use the database Back button, *not* your internet browser back arrow.




- The system does not have a spell checker. You are welcome to prepare the narrative information in Word. If using Word, it is a two-step process to insert the data.
  - Copy the word data.
  - Paste the information into the application using the Word button (clipboard with Word icon).




  - A dialogue box will open. Copy the data to the dialogue box and hit insert.



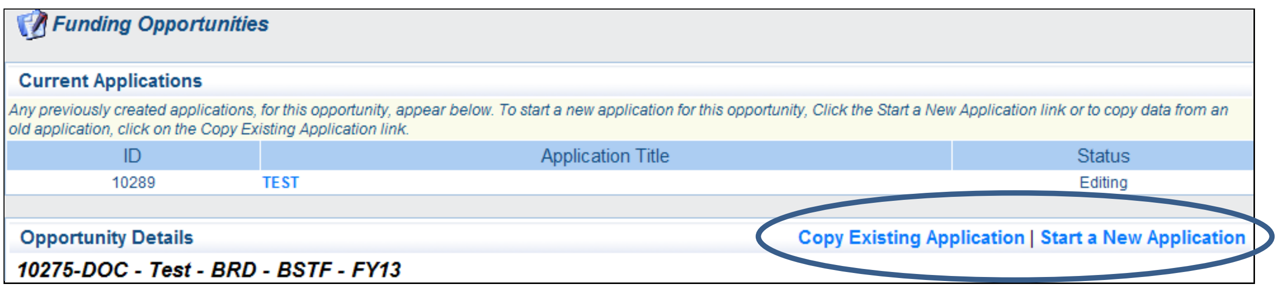
# Funding Opportunities

To find the program to which you would like to submit an application, select the Funding Opportunity from the Main Menu.

- The Current Funding Opportunities will provide a detail list of all the grants currently available through the on-line application process.
- The BSTF Cat II and CDBG-ED Planning Projects can be found at Department of Commerce.

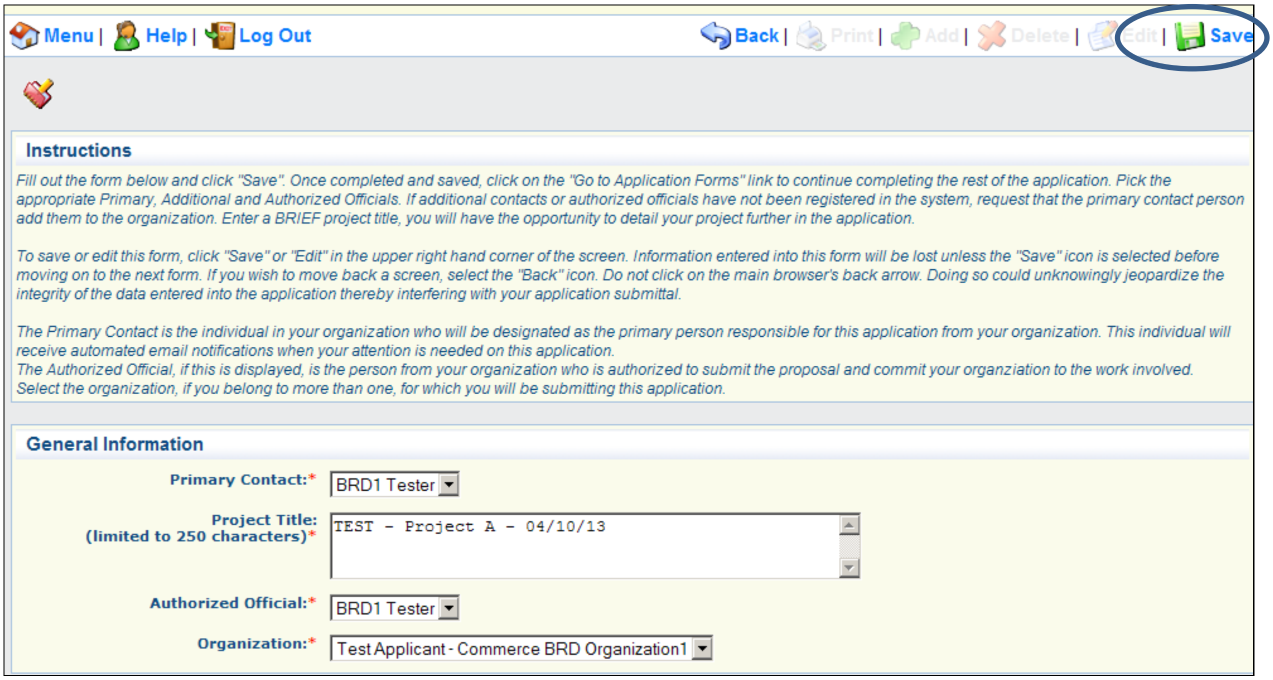
# Applications

- Once you selected a Funding Opportunity, you can review the Opportunity Details about the grant. There is also a link to the complete paper application in pdf form at the bottom of the page.
- Applicants can either start a new application or copy an existing application.

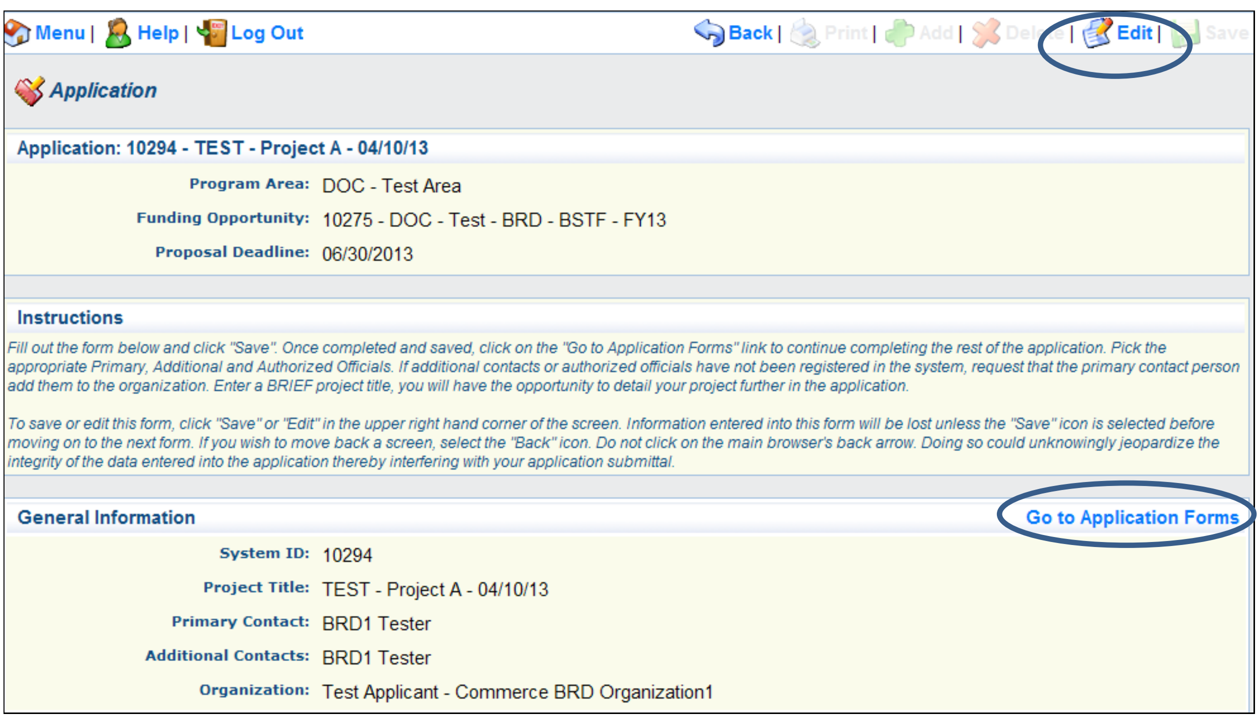



# General Information:

- In this section, the applicant would add the Project Title (which will carry through-out the application)
- When the applicant registers, there is an opportunity for multiple people to be associated with this organization. This is where you could change who are the primary contact and/or organization. However, they must be registered and associated with this organization.
- Once you enter the information, then click save on the menu ribbon.

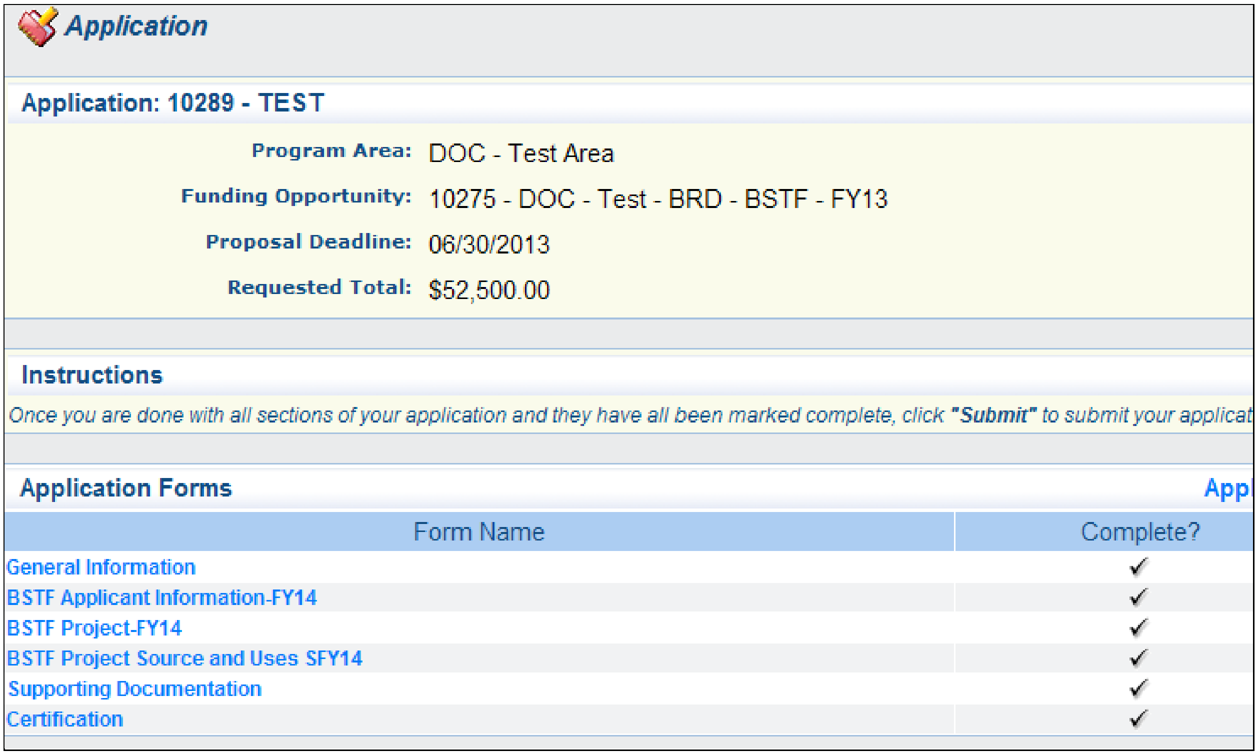



- The next screen summarizes the information that was submitted.
- The applicant can edit the information by clicking edit on the menu ribbon.
- The applicant is ready to start completing the program specific forms by clicking on the Go to Application Forms



# Forms:

- The application forms are all the sections of the application. You'll need to go into each one individually, enter the required information (*).
- The applicant must complete each form before he is able to submit the application.



**Application**

**Application: 10289 - TEST**

| | |
|---|---|
| **Program Area:** | DOC - Test Area |
| **Funding Opportunity:** | 10275 - DOC - Test - BRD - BSTF - FY13 |
| **Proposal Deadline:** | 06/30/2013 |
| **Requested Total:** | $52,500.00 |

**Instructions**

*Once you are done with all sections of your application and they have all been marked complete, click* ***"Submit"*** *to submit your applicat*

**Application Forms** App

| Form Name | Complete? |
|---|---|
| General Information | ✓ |
| BSTF Applicant Information-FY14 | ✓ |
| BSTF Project-FY14 | ✓ |
| BSTF Project Source and Uses SFY14 | ✓ |
| Supporting Documentation | ✓ |
| Certification | ✓ |

- By clicking on the Form Name, then the form will open. (Note, the grantee can modify any of the information until the application has been submitted).
- To enter data, click on Edit on the menu ribbon.

Menu | Help | Log Out     Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 10440 - TEST - Annmarie - 04/18/13**

| | |
|---|---|
| **Program Area:** | DOC - Test Area |
| **Funding Opportunity:** | 10275 - DOC - Test - BRD - BSTF - FY13 |
| **Proposal Deadline:** | 06/30/2013 |
| **Requested Total:** | $10,500.00 |

**Instructions**

*Please provide detailed answers to the following sections, which will help us understand your project and will clearly identify the use of the BSTF funds.*

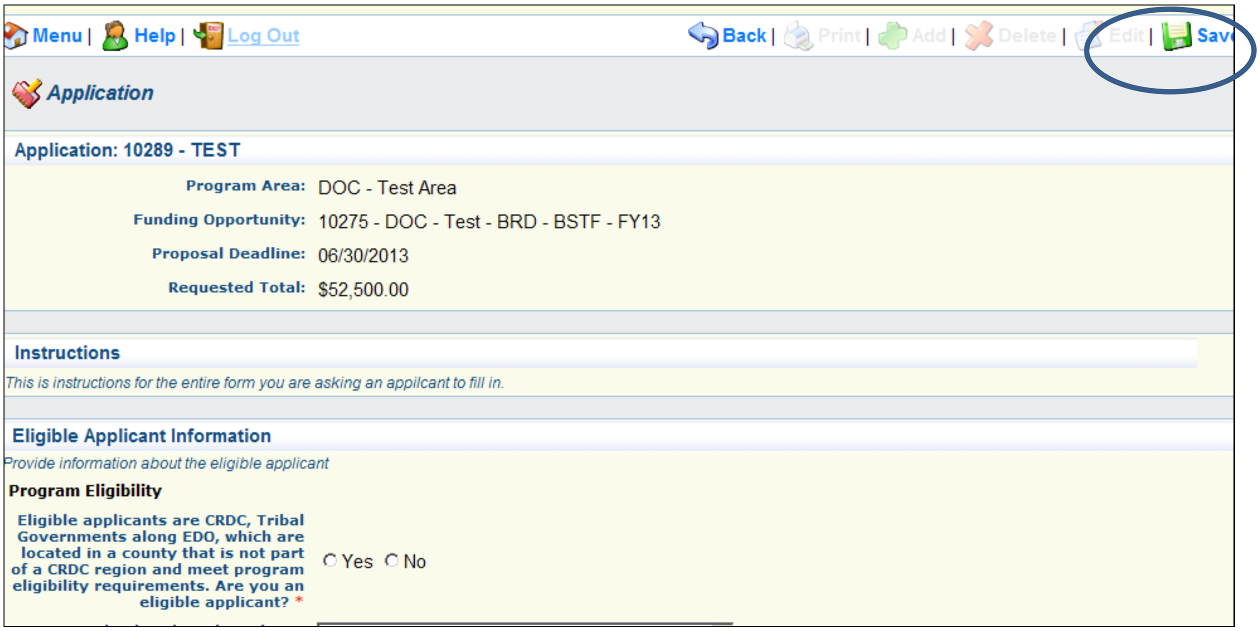
**Project**     Mark as Complete | Go to Application Forms

Describe the proposed activity.*

Describe the assisted entity or business (if applicable).

List the activities that involves the utilization of the BSTF funds.*

- Each of the fields will open up.
- Enter the information.
- Once you have completed the required forms, then click save on the ribbon.




- Once you save, you need to Mark as Complete.


- Once all the forms have been completed, then the applicant would hit submit. Once they hit submit, they cannot change the information.

# Special Form Instructions:

## Budget Form

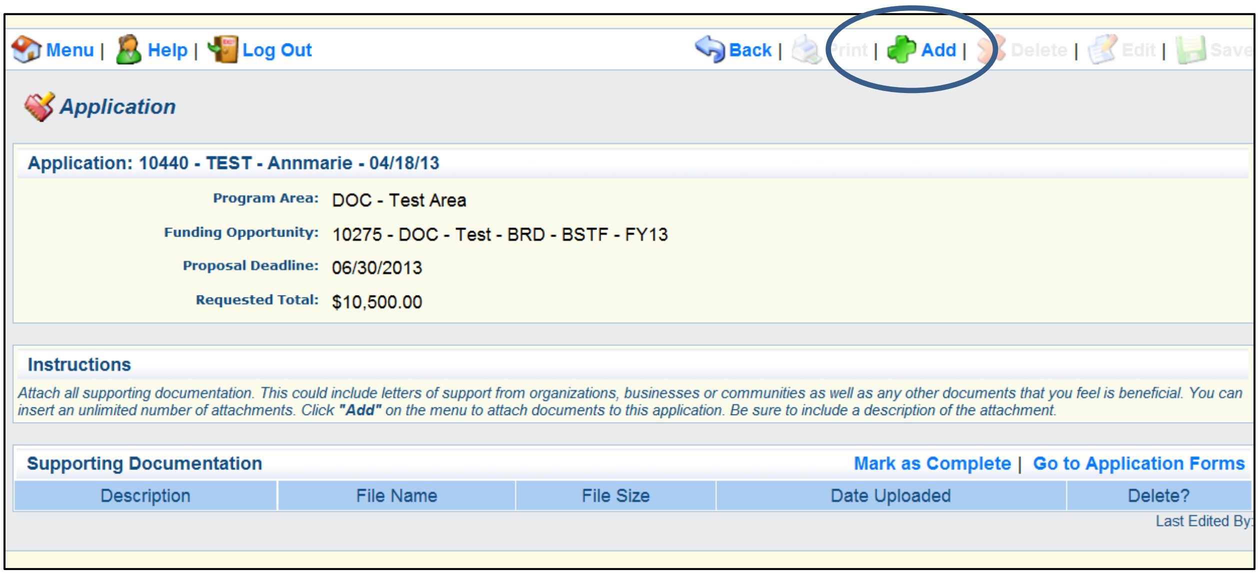
- To create the budget, you will first need to click Add.

- The overall project budget should be based on the deliverables. With the budget for that deliverable split between the funding agencies and other funding sources.
- Enter the required information and Save. Do this for as many deliverables as you are proposing. Just keep clicking the Add button and saving the information.
- If you are requesting administration funds, **Administration** should be listed as the deliverable.

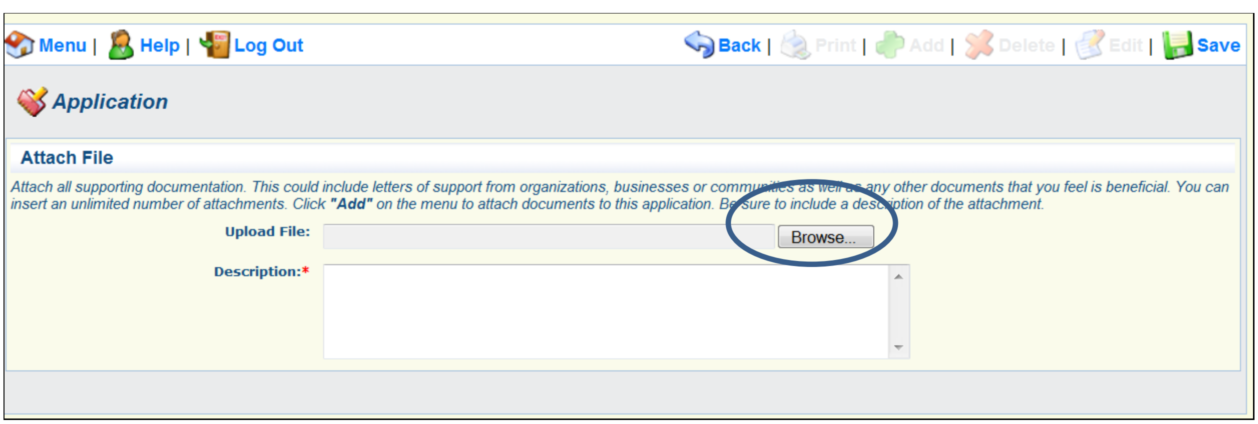
# Attachments

## ---Supporting Documentation form

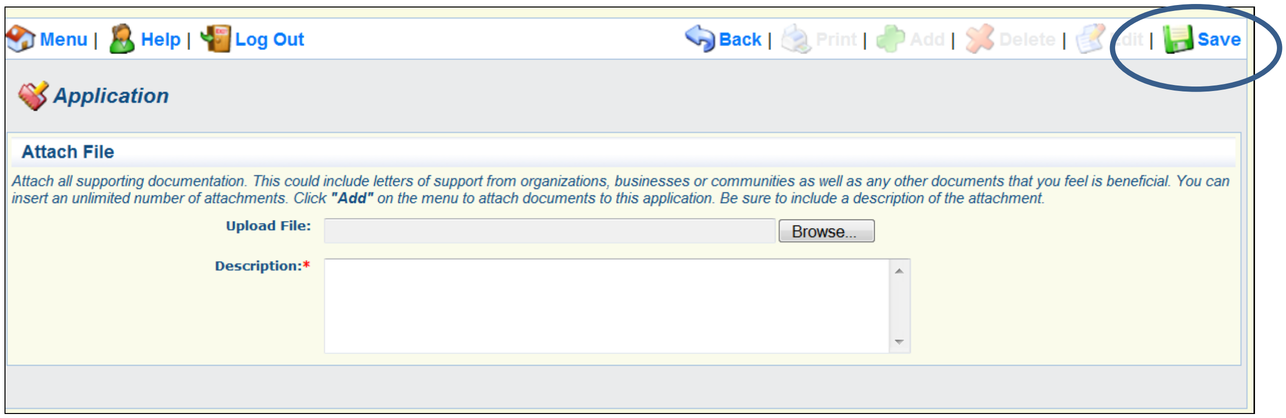
- At the Supporting Documentation screen, click **Add** on the menu to attach documents to this application



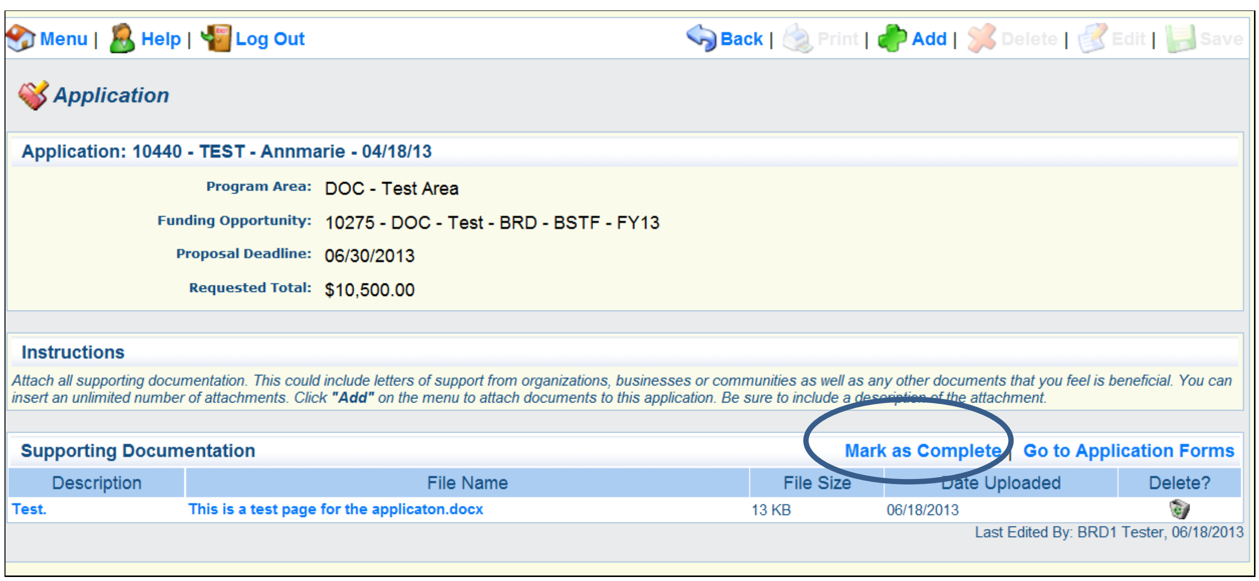

- Next, click on browse to find the file on your computer



- Double click on the file that you want.
- You are required to add an description of the file.
- Once, this is complete, then click on the **Save** button on the ribbon



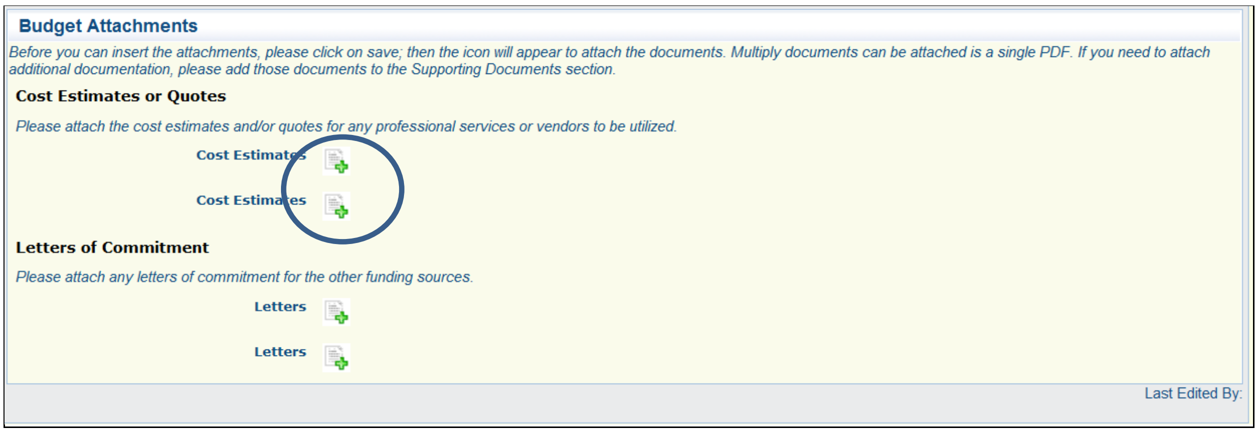

- You will return to the first screen. At this point you can add additional documents or **Mark As Complete**.




- Once you selected, Mark as Complete, then you will return to the application forms screen.

## -- Attachments (Inserting a document within a form)

- On several forms (Certification and Budget Narrative), you are asked to insert attachments. However, when you click Edit, then the icon to insert attachment disappears.
- After you have added the required information on the form, then click on save.
- Then the icon will appear to attach the documents.




- Click on the **icon** to add a file
- The next screen will allow you to upload the file by clicking on **Browse.** Then, browse your computer for the file.


- Once you have found the file on your computer, double click on the file and click **Attach File.**